

7 JUN 1977

MEMORANDUM FOR: Executive Advisory Group Members  
SUBJECT : Minutes of the 3 June 1977 Executive  
Advisory Group Meeting

1. The Executive Advisory (EAG) met on 3 June 1977 to discuss personnel management.

2. Mr. Janney, Director of Personnel, raised three issues for discussion, based upon Office of Personnel (OP) analysis of the FY 1977 Annual Personnel Plan and Career Service statistics:

A) The need to improve management use of the Personnel Development Program (PDP)--to correlate it more closely with the Annual Personnel Plan and to increase the participation of PDP-identified officers in rotational assignments, in the replacement of separated employees, and in the key management training courses. Mr. Knoche agreed that the Agency should attempt to increase the percentages of PDP-identified officers in these areas.

B) The need to curtail the continuing growth of Personal Rank Assignments, which now number 920 in the Agency. Mr. Knoche authorized OP to ask the Career Services to state by 1 July the corrective actions they intend to take. Special attention, he said, should be given to super-grade situations.

C) The need to improve the counseling of professional and technical employees who are ranked in the "low percentile." Mr. Knoche authorized OP to ask the Career Services to state by 1 July their actions and intentions with regard to employees who have ranked in the low percentile for two years or more.

Mr. Janney will circulate the details of OP's findings to the Heads of the Career Services.

3. Mr. Knoche passed EAG members a list of 15 personnel management topics (attached) that he wishes the EAG to consider. He suggested that items 2, 4, 11, 12, and 13 receive priority attention. He asked Mr. Janney and Mr. Taylor to consult with EAG members to achieve a consensus on the items which should be given priority and to develop a work schedule. Some items should be handled by the EAG, others by task forces, he said.

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✓ James H. Taylor  
Secretary  
Executive Advisory Group

Attachment:  
As stated

✓cc: Mr. Janney

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